

2025



**GUIDELINES FOR ADMISSION POLICIES AND PROCEDURES  
OFFICE OF THE ACADEMIC DEAN**

**June 26, 2025**

## GUIDELINES FOR ADMISSION POLICIES AND PROCEDURES

Summary of admission policies and procedures.

This written document establishes the manner in which the admission policies of the University of Leadership and Ministry have been established and must be carried out. The primary objective of these policies is to safeguard the integrity of the admission process. This admission process to the University of Leadership and Ministry can be divided into three parts. First, the **normative phase** of the process. Second, the **operational phase** of the admissions process. Third, the **verification phase** of the admissions process.



The normative phase of the process comprises the essential provisions in the policy for the admission of students. These provisions establish the “who” of our admissions process and how those provisions will be informed and applied to individuals applying for admission to the university. The normative phase contains the determinations of the university that have been approved by the governing board and define the university's admission policies. These standards should represent the general policy of the University of Leadership and Ministry.

The operational phase involves the process through which the provisions established as policy are converted into executions in order to distinguish between the candidates who have applied and to attract those candidates who best meet the ministerial expectations of the university. This operational process involves the participation of different sectors of the academic community, such as registration, finance, and academic effectiveness.

The verification phase involves the constant evaluation of the effectiveness of the admission policies. In addition, this phase monitors if these admission policies are being applied in compliance with the established objectives. This phase intentionally reviews, through the metrics provided by the admissions office, the response to the admission policies. The student retention factor will be an important factor in verifying admissions policies.

Through a review process, the possible modification of the admission policy will be justified when necessary. It is also reaffirmed that the admissions policy rules stipulated by the administration are fully observed. The UNILIMI board of directors, through its Academic Affairs Delegation also participates in the verification function of the admission processes.

The office of the president of UNILIMI, or the person delegated for this function, will supervise that all actions carried out during the admission process comply with all the established norms. Therefore, the president of UNILIMI must be informed of the actions of the faculties and in turn, he will inform the faculty of the general policies of the University in the matter of admissions.

### GENERAL RULES FOR ADMISSION POLICIES

The University of Leadership and Ministry has delegated the implementation of the policies to the admissions committee. People involved in the process are expected to conduct themselves in accordance with certain university-wide principles or regulations that govern these bodies:

1. The admission policy must be in accordance with the general policies of the university.
2. The criteria for the admission of applicants must correspond to the educational mission of the university.
3. Admission policies must comply with the standards and criteria imposed by the accrediting and certifying agencies.
4. Admission policies must be in accordance with the privacy laws of the United States.
5. Admission policies must be clearly explicit so that the people in charge of their application can faithfully carry out their responsibilities.
6. The selection of the admissions committee is the sole and exclusive prerogative of the university administration and its board of directors and will not be in the hands of any group outside the university.
7. The University of Leadership and Ministry (UNILIMI), does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. UNILIMI does not discriminate based on religion, except as necessary to comply with UNILIMI's Declaration of Faith, Standard of Personal Conduct and Statement of Christian Community and Mission.<sup>1</sup>

## **ADMISSIONS COMMITTEE**

The Admissions Committee (CODA) of the University of Leadership and Ministry is the center of the operational phase of the process. It is composed of three members representing the administration and the faculty. The appointment will be the prerogative of the president and the board of directors of the university. The president and the board of directors of the university may replace any member of said committee when deemed necessary. This committee will meet at least once prior to each class section to consider applications from incoming students. The designated person will document the determinations regarding the admission applications of the candidates.

## **RESPONSIBILITIES OF THE ADMISSIONS COMMITTEE (CODA).**

Pluralistic integration in the selection process. The selection of students does not rest on unilateral action. First, there are concrete, clearly established rules by which the admissions committee (CODA) should be governed. These standards must intentionally be published in the different media that the university uses to communicate with the general public. In addition, they will be shared with the administration and faculty. "Applicant" applications will be retained and protected in accordance with the privacy and confidentiality laws of the United States of America.

Secondly, the opinion of Unilimi's faculty should be considered collectively in case there is any expression in relation to admission policies. The final decision to accept or reject an applicant

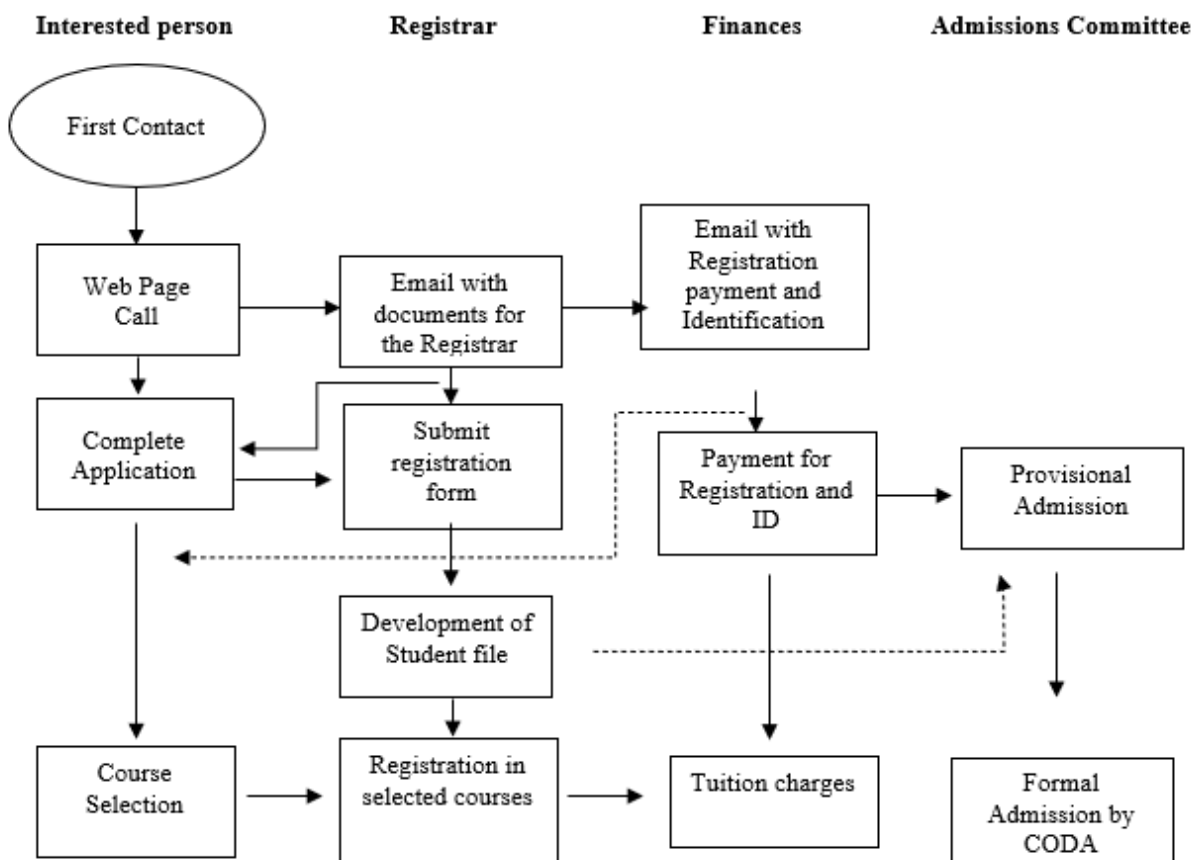
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<sup>1</sup> Student Catalog 2020-2025 pg 87.

will be made by the Admissions Committee (CODA). Educational principles are fundamental in the development of admissions policies. Any other elements that influence or affect the mission of the university should be reflected in the admissions policies. Later in this manual we will be describing the steps to be followed by CODA during the application evaluations of the board to the university.

### The UNILIMI ADMISSION PROCESS Flowchart

THE ADMISSIONS PROCESS FLOWCHART



### ADMISSIONS CRITERIA FOR CONSIDERATION BY THE COMMITTEE:

When considering admission applications, the admissions committee shall apply general and specific criteria for admission as a student at University of Leadership and Ministry.

### **General criteria for admission as a student of UNILIMI:**

1. Have completed all parts of the application and submitted it for admission to the University of Leadership and Ministry.
2. Payment of admissions fee to UNILIMI's financial office:
  - \$25 for Associate/Bachelor degree program.
  - \$50 for Masters degree program
  - \$100 for Doctoral degree program
3. Have made the registration and corresponding payment(s) of the fees in accordance with the rules previously established by the administration of UNILIMI.
4. Submit a recent photo.
5. Provide proof that the student has completed high school or evidence of studies corresponding to the academic level being requested, for graduate level programs this would be an official transcript.

### **Specific Admission Criteria for UNILIMI Students:**

1. Have an approval or pastoral letter that witnesses the christian character of the applicant.
2. Essay submission:
  - For students requesting an undergraduate program, we require a brief essay, no more than two pages, double-spaced, 12 font size, where the student will describe the reasons why he/she wants to study the Word of God and his/her desire to serve in the christian ministry.
  - For students requesting a graduate program, we require a Turabian/Chicago style essay of at least 5 pages, double-spaced, 12 font size, on a theological topic of choice.
3. Undergraduate students must have taken the biblical knowledge exam required by UNILIMI.

Any applicant who does not complete the specific admission requirements may be enrolled in their classes with provisional admission. This determination will be made at the discretion of the academic dean or his representative and with the consensus of the UNILIMI Admissions Committee. The time the student will have to complete his/her record will be no more than five (5) weeks.

### **GUIDELINES FOR THE DIRECTION OF ADMISSION PROGRAMS**

At times, the enrollment period in a large number of higher education institutions is very busy. On such occasions the academic dean may occupy an additional staff to process the applications efficiently. Therefore, the following guidelines are provided for the processing of individual applications:

1. Applicants are responsible for the integrity of their records in relation to the requirements for admission to UNILIMI. All formal communication must be in writing and

documented in the student's admission file. Applicants may receive a courtesy call if necessary to reinforce the written communication. The admissions staff may, on the basis of the documents submitted by the applicants, make a preliminary estimate of the final decision on their applications.

2. Applicants' files are strictly confidential. Only personnel authorized by the academic dean may have access to such records. This individual safeguard does not extend to actions on behalf of the university in the processing of applications. Information about the approval or disapproval of applications may be informed using the discretion of the informed staff of the institution without violating the principle of confidentiality.
3. The people who besides the student participate in the completion of the application, when necessary, will be answered with a sense of urgency and courtesy, taking into account the confidentiality policies of the admissions procedures. Some scenarios for this guide may be:
  - a. People who send letters of recommendation. Such letters will be part of the student's record.
  - b. Members of the faculty or administration involved in promoting the university. These members should be careful not to intervene in the admissions process or comment on any candidate to influence the admissions committee's decision.
  - c. When a person of influence with the university recommends a candidate, that recommendation will be considered in light of the established admissions policies. These individuals may give general information on admissions processes, but should at all costs avoid reaching conclusions prior to the admissions committee's determination.
  - d. A member of the administrative or teaching community, as long as they do not participate in the admissions process, may be consulted about the admissions process. We suggest that such a member of the administrative or teaching community refer such inquiries to the competent admissions officer for an authorized response.
  - e. Final determinations on applicants will be made by a minimum of three (3) people designated as the admissions committee. The only exception to this rule will be when the applicant has not completed all the required documents then the academic dean or his representative may issue a provisional admission to give the applicant time to finalize their application for admission.
  - f. Notification of the final decision on an application must first be sent to the applicant. The academic dean has discretionary power to disclose to others the decision reached. This must be documented in the student's record.

- g. The files of applicants for admission, as well as those enrolled, must be kept for at least 10 years.

### **Supervision Responsibility**

The process of verifying that the admissions processes are being effective is a task that occurs at all levels involved in the admission process. It will be the responsibility of the president of the university and the board of directors to promote and provide the corresponding evaluation instruments.

This supervision process will determine that existing admissions policies meet the university's objectives or if they should be amended. Similarly, procedures will be implemented for constant verification by those who have the responsibility of supervising the process. The results produced during the supervision process will be reported to the corresponding university authorities.A